

**14 JANUARY 2002**



**Equipment Maintenance**

**PERIODIC SCHEDULING AND CONTROL OF  
PME EQUIPMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(SMSgt Stephen Hogan)  
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This instruction establishes procedures for the control of Precision Measurement Equipment (PME) for the owning organization to Building 838, Dobbins Air Reserve Base (DARB) GA. Transportation of PME to Warner Robins Air Logistics Center (WRALC) at Robins Air Force Base (RAFB) GA. All DARB PME users are responsible for ensuring compliance with all actions described. The prescribing directives for this instruction are outlined in AFD 21-1, *Managing Aerospace Equipment Maintenance*.

**SUMMARY OF REVISIONS**

This revision reflects changes in paragraph 6.; deletes 94 CBCF from the list. **Attachment 1** is new PMEL Driver Schedule for 2002. A ( | ) indicates revisions from the previous edition.

**1. Responsibilities:** Owning organizations will:

- 1.1. Use Air Force Material Command Manual 66-315, *Test, Measurement, and Diagnostic Equipment Scheduling G0041 Users Manual*, and T.O. 00-20-14, *Air Force Meteorology and Calibration Program*, for all procedures in changing their organizations Master Identification List established through WRALC.
- 1.2. Ensure items of PME due calibration are delivered to the PMEL Drop-Off/Pick-Up Point next to Room 1425 in Building 838 between 1400 and 1530 every other Wednesday (see current PMEL driver schedule). An AFMC Form 134, **PME Scheduling Record**, will be prepared and attached to equipment. Custodians will retain copy three for their records. Log each item on DD Form 1149, **Requisition and Invoice/Shipping Document**, for inventory and accountability. Items not logged will not be shipped.

1.3. Ensure that items of PME returned from calibration are picked up from the PMEL Drop-Off/Pick-Up Point in Building 838 between 1000 and 1600, on the following Friday. DD Form 1149 will be initialed next to each item, indicating pickup.

## **2. Driver/Unit Responsibilities:**

2.1. All PME owning organizations will furnish drivers for the trip. Each driver is responsible for complying with 94 AWI 24-301, *Off-Base Operation of Vehicles*. The Unit will:

2.1.1. Adhere to the published driving schedule and the unit will rectify any problems. If for any reason your unit is unable to provide a driver when scheduled, it is your responsibility to find a suitable replacement, not the other unit's driver or the OPR's.

2.1.2. Pick up vehicle prior to 1500 every other Wednesday (see PMEL Driver Schedule) from the Base Motor Pool.

2.1.3. Ensure vehicle and padding for loading and securing PME is in place at Building 838 by 1500 on scheduled Wednesdays.

2.1.4. Inventory all equipment listed on the DD Form 1149 and only load what is on the inventory list.

2.1.5. On Thursday, per PMEL Driver Schedule, deliver PME to RAFB and have DD Form 1149 signed as a receipt. Deliver any additional paperwork to the Lab personnel, such as AFMC Form 134, **PME Scheduling Record**, to add or delete equipment.

2.1.6. Pick up complete PME with signed DD Form 1149 inventory sheet ensuring all items on list are loaded on truck.

2.1.7. Return to DARB with equipment and both DD Forms 1149 listing the items delivered and picked up.

2.1.8. Unload equipment in Building 838 and place all paperwork in the IN basket.

2.1.9. Ensure that vehicle is serviced and returned to Vehicle Operations as soon as possible. The driver will report any discrepancies noted to the Vehicle Operations Officer.

**3. Base Transportation Responsibilities:** Vehicle Operations will ensure a covered vehicle, suitable for transporting and securing sensitive equipment is available by 1400 hours every other Wednesday, for pickup by the PMEL driver.

**4. OPR Responsibilities:** The OPR is responsible for the preparation of this instruction and the yearly schedule only. Any other PMEL issues are the responsibility of the Equipment Custodian and the scheduled PMEL driver.

**5. Security:** If classified data/equipment is being transported, the driver and helper must have a security clearance equal to or higher than the classification of the transported items. Drivers are responsible for security of all equipment in their possession.

**6. Organizations Supported:** The following organizations require support for transporting PME to and from RAFB GA.

- 6.1. VDOB - 40-59, 94 MXS.
- 6.2. VDOB - 61, 94 SFS.
- 6.3. VDOB - 65, 94 CES/CEO.
- 6.4. VDOB - 65, 80 APS.
- 6.5. VDOB - 80, 94 ALCF/CC.
- 6.6. VDOB - 85, 94 SPTG/CEF.
- 6.7. VDOB - 85, 952 RSPTS.
- 6.8. VDOB - 99, 94 SPTG/SGPB.
- 6.9. VDOB - 91-93, 94 CF/SCMF.

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Commander

## Attachment 1

## PMEL DRIVER SCHEDULE

MEMORANDUM FOR ALL PME OWNING ORGANIZATIONS

FROM: 94 AW/CC

SUBJECT: PMEL Driver Schedule

The following is the 2002 PMEL Driver Schedule for Dobbins ARB. The following organizations are listed with the PMEL Services Branch, WR-ALC/TIPLS as having PMEL Accounts. If there are any discrepancies with this schedule, i.e. incorrect office symbols, you don't have an account, or you have been left off the schedule, please notify the OPR. The unit scheduled to drive after coordination is complete will correct any required changes to the published schedule. In accordance with 94 AWI 21-102, paragraph 2.1, all PME owning organizations will furnish drivers. **IF FOR ANY REASON A UNIT CANNOT MAKE THEIR SCHEDULED TRIP, IT IS THAT UNIT'S RESPONSIBILITY TO FIND A REPLACEMENT DRIVER. APPLICABLE GROUP COMMANDER'S WILL BE NOTIFIED IF UNIT DOES NOT MEET THEIR COMMITMENT.**

DATE	OFFICE SYMBOL	PHONE	DATE	OFFICE SYMBOL	PHONE
<b>03 Jan</b>	952 RSPTS/TPC	5711	<b>17 Jan</b>	94 MXS/LGMF	5277
	94 SPTG/SCMF	4090		94 AW/ALCF	5117
<b>31 Jan</b>	94 MXS/LGMHS	4944	<b>14 Feb</b>	94 MXS/LGMI	4834
	94 SPTG/SGPB	5781		94 CES/CEO	5604
<b>28 Feb</b>	80 APS	5060	<b>14 Mar</b>	94 MXS/LGMF	5277
	94 SPTG/CEF	3402		94 MXS/LGMC	5062
<b>28 Mar</b>	952 RSPTS/TPC	5711	<b>11 Apr</b>	94 MXS/LGMP	5263
	94 SPTG/SCMF	4090		94 SPTG/SFS	4899
<b>25 Apr</b>	94 AW/ALCF	5117	<b>9 May</b>	94 MXS/LGMHS	4944
	94 MXS/LGMV	4928		94 SPTG/CEF	3402
<b>23 May</b>	94 MXS/LGMG	4477	<b>06 Jun</b>	94 SPTG/SFS	4899
	94 MXS/LGMI	4834		94 SPTG/SCMF	5161

DATE	OFFICE SYMBOL	PHONE	DATE	OFFICE SYMBOL	PHONE
<b>20 Jun</b>	94 SPTG/SGPB	5781	<b>03 Jul*</b>	94 MXS/LGMF	5277
	94 CES/CEO	5604	*Wednesday	94 AW/ALCF	5117
<b>18 Jul</b>	94 MXS/LGMP	5263	<b>01 Aug</b>	94 MXS/LGMV	4928
	94 MXS/LGMC	5062		94 SPTG/SCMF	5161
<b>15 Aug</b>	94 MXS/LGMG	4477	<b>29 Aug</b>	94 MXS/LGMF	5277
	94 MXS/LGMI	4834		952 RSPTS/TPC	5711
<b>12 Sep</b>	94 SPTG/SFS	4899	<b>26 Sep</b>	94 MXS/LGMHS	4944
	80APS	5060		94 SPTG/SGPB	5782
<b>10 Oct</b>	94 SFS	4899	<b>24 Oct</b>	94 MXS/LGMP	5263
	94 AW/ALCF	5117		952 RSPTS/TPC	5711
<b>07 Nov</b>	94 SPTG/SCMF	5161	<b>21 Nov</b>	94 MXS/LGMI	4834
	94 MXS/LGMG	4477		94 MXS/LGMC	5277
<b>05 Dec</b>	80 APS	5060	<b>19 Dec</b>	94 CES/CEO	5604
	94 SPTG/CEF	3402		94 SPTG/SCMF	5161